



# *Federal Labor Relations Authority Vacancy Announcement*

**Announcement No:** FLRA 06-07

**Position Title:** **Administrative Officer**

**Pay Plan, Series and Grade:** GS-341-15

**Salary Range:** \$107,521 - \$139,774  
(Salaries include 2006 locality rate for the Washington DC area.)

**Opening Date:** June 23, 2006

**Closing Date:** July 14, 2006

**Promotion Potential:** None

**Number of Vacancies:** One

**Type of Appointment:** Competitive Service

**Work Schedule:** Full-Time Permanent

**Duty Station:** Office of the Executive Director  
Washington, DC

**Who May Apply:** All Qualified Individuals

**Conditions of Employment:**

- U.S. Citizenship
- Travel, transportation, and relocation expenses will **not** be paid by the agency. Any travel, transportation, and relocation associated with reporting for duty in this position will be the responsibility of the selected candidate.
- Financial Disclosure and Security Investigation may be required.
- Selectee may be required to serve a probationary/trial period

**Additional Info:**

The FLRA headquarters office is conveniently located one block north of the McPherson Square subway station in Washington, DC. Metro bus and a number of commuter buses are also nearby. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefits.

**Major Duties:**

This position is located in the Office of the Executive Director of the Federal Labor Relations Authority (FLRA). The Office of the Executive Director is responsible for broad administrative management, direction, and coordination of the operating programs of the Agency, including the divisions of Budget and Finance, Human Resources, Information Technology, Administrative Services, as well as acquisition and procurement activities. The Office of Executive Director is also active in overseeing internal management controls; records retention; case-tracking, performance management and strategic planning; and special projects.

The incumbent reports directly to the Executive Director and serves as principal advisor on a variety of management and administrative functions related to the day-to-day operations of the agency, including serving as technical and administrative first-line supervisor over one or more division directors at the GS-14/15 levels or subordinate staff at lower GS levels. The work supervised by or performed by the incumbent is technical, often urgent, and sensitive as it impacts across the Agency, which ultimately impacts on the ability of the Agency to carry out its mission.

Representative activities include one or more, but not all, of the following: providing organization development support; documenting administrative processes; providing strategic planning, business, and project planning support and the study and analysis of current and future organizational resources and functional requirements; acting as COTR for various contracting support within the Office of Executive Director; overseeing administration of

training and development activity, contracting file and records management, maintenance of the agency's intranet site; FOIA management; overseeing coordination activities related to lease administration and space management; and providing procedural guidance for administrative processes supporting the Agency.

**Qualifications Required:**

All qualification requirements including time-in-grade restrictions must be met by the closing date of the announcement.

You must demonstrate, in your resume and responses to the Knowledge, Skills, and Abilities (KSA's) that you meet the qualification requirements described below.

**Experience**

Applicants must possess one year of specialized experience equivalent to at least the GS-14 level in the Federal service.

*Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills, and abilities required to successfully perform the duties of the position, and that is typically in work within this field, or that is closely related. Examples of specialized experience at this level include overseeing the development of administrative processes to streamline administrative tasks, such as budget and financial management; human resources operations; procurement operations; information technology operations; facilities and space management operations; and supporting agency efforts in improving administrative work and training.*

**Knowledge, Skills, and Abilities (KSA's):**

*You must address each of the below KSA's in writing as an attachment to your application. When you describe your knowledge, skills, and abilities, you must give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc.*

1. Demonstrated experience planning and executing work through subordinate in-house and contractor personnel involved in providing a variety of administrative and operational support services. Such experience must evidence effective organization, review, coordination, and leadership of subordinate staff, including editing/oversight of their work-product to ensure quality work products in adherence with applicable Federal law, rules, and regulations and that achieve organizational goals.
2. Demonstrated experience rendering technical advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal government agency.
3. Skill in providing administrative management support in at least three of the following functional areas: (a) Human Resources Management, (b) Budget and Finance, (c) Administrative Services (facilities and space management), (d) acquisition and procurement, (e) information technology, (f) case-tracking/suspense systems as related to performance monitoring.
4. Skill in overall project management, developing position papers, policy options, and program initiatives for use by senior management.
5. Knowledge of research and analysis to perform management related studies.

*Failure to respond to the above listed KSAs in writing, as an attachment to your application, will result in your application being considered incomplete and excluded from further consideration.*

**Application Rating Process:**

Those applicants who meet qualification requirements will be further evaluated by determining the extent to which their work or related experience, education, training, awards outside activities and/or supervisory appraisal, etc., indicate they possess the knowledge, skills and abilities (KSA's) of the positions. You will not receive credit for merely paraphrasing the KSA's on your application. The information you provide will be used to determine the "best qualified" candidates. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration.

Qualified applicants will be placed into 3 categories as described below: (1) Qualified - Meets the minimum qualifications as described in the 'Qualifications Required' section of this announcement; (2) Well Qualified - Meets the minimum qualifications and complete application package demonstrates experience based on the 'Knowledge, Skills and Abilities'; or (3) Best Qualified - Meets the minimum qualifications and complete application package demonstrates distinguishable superiority based on the 'Knowledge, Skills and Abilities'.

**How To Apply For This Position:**

Please refer to the attached Checklist to ensure your application package is complete.

Status applicants who wish to be considered under both competitive and merit promotion procedures must submit two (2) complete applications or resumes. When only one (1) is received, it will be considered under merit promotion only.

Interested applicants must submit their resume with the information described on the attached "Application/Resume Checklist," so that the information is received at the following address by 5:00 p.m. Eastern Standard Time on the closing date of the announcement:

**Mail:** Federal Labor Relations Authority, Human Resources Division, 1400 K Street, NW, 4<sup>th</sup> Floor, Washington, DC 20005.

**Email:** [resumes@flra.gov](mailto:resumes@flra.gov)

**Fax:** (202) 343-1006

To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>.

There is a statutory prohibition against using Government-franked envelopes to mail applications. Applications received in such envelopes will not be considered.

If additional information is required, please contact Ms. Nicho Clark-Pruett, Human Resources Specialist at (202) 218-7961.

**Special Remarks:**

- Selectee may be required to complete a trial/probationary period as a member of the excepted service.
- Selectee is subject to the completion of a one-year probationary period for assignment to a supervisory/managerial position, if not previously completed.
- Please submit completed OPM Form 1386B, Applicant Race and National Origin Questionnaire with your resume. (This is optional and not a requirement.)
- Failure to submit all required documents and information requested by the closing date of this announcement will result in your application not being considered.
- Materials submitted, as a part of your application will not be returned. Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder
- Receipt of application will not be acknowledged, and candidates may not be notified of the outcome of their consideration until the selection process is complete. Applicants may call the point of contact on this vacancy announcement to inquire about their application. An announcement will be placed on the agency web page once selection is made.
- Employees who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment of contracts for person services, are generally obligated to repay the full amount of the buyout to the agency that paid it.
- If you are applying for a position and you are a person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency at 202-218-7979. The decision whether to grant reasonable accommodation will be made on a case-by-case basis. Proof of eligibility for special consideration is required.
- Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not previously done so, using an application form such as the OF-612.
- If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.
- Privacy Act Notice (PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Agency Mission:**

The Federal Labor Relations Authority (FLRA) is an independent administrative federal agency created by Title VII of the Civil Service Reform Act of 1978 (also known as the *Federal Service Labor-Management Relations Statute*) (the Statute), Public Law 95-454, 5 U.S.C. § 7101 *et seq.* The Statute allows certain non-postal federal employees to organize, bargain collectively, and to participate through labor organizations of their choice in decisions affecting their working lives. The Statute defines and lists the rights of employees, labor organizations, and agencies so as to reflect the public interest demand for the highest standards of employee performance and the efficient accomplishment of the operations of the Government. Specifically, the Statute requires that its provisions “should be interpreted in a manner consistent with the requirement of an effective and efficient Government.”

The FLRA does not initiate cases. All proceedings before the FLRA originate from filings arising through the affirmative actions of Federal employees, Federal agencies, or Federal labor organizations. The FLRA organizational structure includes: the Authority, the Office of the General Counsel, and the Federal Service Impasses Panel. For additional FLRA information, please visit our website at: [www.flra.gov](http://www.flra.gov).

**Employee Programs and Benefits:**

Depending upon the position, the FLRA offers a variety of benefits, including flexible work schedules; opportunities to attend skills enhancing and skills-maintenance training; and monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. All employees are paid by electronic funds deposit.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee. The FLRA recognizes the Union of Authority Employees as the exclusive representative of all full-time and regular part-time FLRA employees excluding management officials, supervisors, confidential employees, administrative law judges, and employees engaged in personnel work in other than a purely clerical capacity.

**THE FEDERAL LABOR RELATIONS AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

## **APPLICATION/RESUME CHECKLIST**

*To ensure full and proper consideration, your application/resume must contain the following information. Failure to submit this information may result in non-consideration for the position.*

### **Job Information**

- Vacancy number, position title and grades(s)

### **Personal Information**

- Full name, mailing address (with zip code), phone numbers (with area code)
- Social Security Number
- Country of citizenship
- Veterans' preference
- Reinstatement eligibility, if any
- Title and series of highest Federal civilian job held, if any

### **Education**

- High school (name, city, state and zip code); date of diploma or GED
- Colleges or universities (name, city, state, and zip code); Majors
- Type and year of degrees received (if no degree, show semester/quarter hours).
- *Transcripts – will be required at time of appointment if not previously submitted.*

### **Work Experience**

- Title (include specific dates held, number of hours worked per week and, if Federal job, reflect series and grade)
- Duties
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month, day, and year)
- Number of hours worked per week and beginning and ending salary for each experience
- Indicate if we may contact current supervisor

### **Other Qualifications**

- Training (title, hours, year)
- Special skills (e.g., computer software/hardware, typing speed, etc.)
- Current certificates and licenses (e.g., Bar membership; CPA)
- Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking)

### **Knowledge, Skills, and Abilities**

You MUST address the listed factors on a separate sheet of paper and attach it to your application.

### **Performance Appraisal**

*(Current/Previous Federal employees only)*

You MUST submit a copy of most recent performance appraisal or statement explaining reason for non-submission.

### **SF-50, Notification of Personnel Action**

*(Current/Previous Federal employees only)*

You MUST submit a copy of most recent SF-50, Notification of Personnel Action, reflecting grade, title, series, annual pay, and current Competitive or Excepted Service Status.

### **Background Questionnaire (Optional)**

You are requested to complete the attached OPM Form 1386B, Applicant Race and National Origin Questionnaire

([http://www.opm.gov/forms/pdf\\_fill/OPM1386B.pdf](http://www.opm.gov/forms/pdf_fill/OPM1386B.pdf)).

### **Veterans' Preference**

The following documented proof is required

- 5-point veteran's preference: DD-214, Certificate of Release or Discharge from Active Duty.
- 10-point veteran preference: SF-15 ([http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)), Application for 10-point Veteran Preference, plus the proof required by that form.

### **Disability Status**

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

### **CTAP or ICTAP Eligibility**

Applicants applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate their eligibility and submit proof.

U.S. Office of Personnel Management  
**APPLICANT RACE AND NATIONAL ORIGIN QUESTIONNAIRE**  
 \* For use when applying to agencies based on scholastic achievement  
 \* Please complete items 1 through 7

Form approved:  
 O.M.B. 3206-0095

1) Name (Last, First, Middle Initial)	2) Date (Month, Day, Year)	3) Social Security Number (SSN)
4) Title of Position to Which Applying	5) Grade of Position	6) Location of Position

**IMPORTANT INFORMATION**

The United States District Court for the District of Columbia, in a Decree approved in a lawsuit entitled Luevano v. Newman, Civil Action No. 79-0271, has ordered that Federal Government agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is one of those occupations.

You are requested to complete this form. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit. Submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

This form is authorized for use by the Office of Personnel Management ONLY for the purposes of complying with the requirements of the Luevano v. Newman Decree.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Public burden reporting for this collection of information is estimated to take approximately 8 minutes per response, including time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0095), Washington, D.C. 20503.

**RACE AND/OR NATIONAL ORIGIN**

- 7) The categories below provide descriptions of race and national origins. Read the Definition of Category descriptions and check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **NOTE: Please mark only one box!**

**Name of Category**

**Definition of Category**

- |   |  |
|---|--|
| <input type="checkbox"/> A. American Indian or Alaska Native  | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.  |
| <input type="checkbox"/> B. Asian or Pacific Pacific Islander | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa. |
| <input type="checkbox"/> C. Black, not of Hispanic Origin     | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.                                   |
| <input type="checkbox"/> D. Hispanic                          | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.  |
| <input type="checkbox"/> E. White, not of Hispanic Origin     | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.    |
| <input type="checkbox"/> F. Other                             | A person included in another category.   |

**FOR AGENCY USE ONLY**

Series  	OPM Zone (see reverse)  	Category  	Comments
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OPM Form 1386B (1-90)